



## Computer & Wi-Fi Access

### Internet Computers

The Library provides free, high-speed Internet computers for use by Library card holders. Quantity and location of Internet Computers in the Library:

- **35 Internet Computers on the 2<sup>nd</sup> floor**
  - 20 in the Training Center are not available during training
- **10 Internet Computers on the 1<sup>st</sup> floor**
  - 5 in the Teen Zone are restricted to ages 12-17 at times posted outside the Teen Zone
  - 5 in Children's Services are intended for use by children and adults working with children

**Library card holders are allotted 90 minutes per day of free Internet Computer use.** This time may be used in increments throughout the day.

Library computer users must abide by the Library's [Computer and Network Use Policy](#) as well as the Library's [Internet Policy](#).

**The Internet computers have the following programs installed:**

- **Internet Explorer**
- **Adobe Acrobat**
- **Microsoft Word, Excel, and PowerPoint**

### Requesting Next Available Computer

If all Library Internet computers are in use, a customer can use the 2<sup>nd</sup> floor CASSIE Kiosk next to the Computer Help Desk to request the next available computer. Instructions for doing this are in the CASSIE User Manual handout at the Computer Help Desk. **Note that only the computers on the 2<sup>nd</sup> floor may be requested.**

### Saving Files

Files may **not** be saved on the Internet Computer's hard drive; however, customers may use their own flash drive to open and save files. The Friends of the Library Lobby Shop sells flash drives. Note that the Lobby Shop hours are limited and subject to change. In an emergency, the Information Desks in Children's and Adult Services may have a flash

drive to use temporarily to e-mail a document. Make sure to leave enough time to save files before the computers are shut down 5 minutes before the Library closes.

## **Printing**

Printing from the Internet stations is \$0.10 per one-sided page or \$0.15 per duplex page. Printing from Library catalog (OPAC) workstations is free. Value is added to an account at the first-floor Customer Service Desk, Welcome Desk or by using a CASSIE Kiosk. Note that the CASSIE Kiosk accepts only \$1.00 and \$5.00 bills, with no change given.

## **Guest Accounts**

Customers without Library cards or who require additional Internet computer time may purchase additional time at the Customer Services or Welcome Desk for \$5.00 per hour. Guest accounts include 10 pages of free printing per hour purchased.

## **Internet Express Stations**

Internet Express stations may be used by individuals **without Library cards for one session per day up to 15 minutes**. Printing is not available at the Internet Express Stations. Quantity and location of Internet Express Stations in the Library:

- 2 Express stations are located on the 2<sup>nd</sup> floor
- 1 in Children's Services on the 1<sup>st</sup> floor

## **Laptops and Wi-Fi Service**

Laptop users must abide by the Library's [Computer and Network Use Policy](#) as well as the Library's [Internet Policy](#). Printing is not available for laptop users. Both Ethernet and Wi-Fi service are available for laptop users in the Library.

A handout with instructions for connecting laptops using Ethernet or Wi-Fi connection is available at the Computer Help Desk.

To use the **Ethernet** connection, the customer's laptop must be equipped with an Ethernet card and the customer must provide their own Ethernet cable or purchase one from the Friends' of the Library Lobby Shop. Note that the Lobby Shop hours are limited and subject to change

To access Google's Wi-Fi network, customers must have a laptop computer equipped with built-in wireless or a wireless card. Note that a Google account is required to sign in to Google's Wi-Fi network. If you don't have a Google account, you must have an existing e-mail address in order to create a Google account. If you are setting up a Google account for the first time, you need to use a computer that has an Internet connection already, not Google Wi-Fi. This is because you will need to respond to an e-mail as part of the account creation process. Detailed [Google Wi-Fi information](#) is available on the Library's web site and as a handout at the Computer Help Desk.

Google is responsible for the reliability and performance of the Wi-Fi network.